



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Agency Services Representative 4 [Classified Competitive]			Salary A18 \$45,053.25 - \$63,537.63
Posting Number 161-17	Position Number 071241	Number of Positions 1	Posting Period * From: 08/16/2017 To: 08/30/2017
Location: Division of Epidemiology, Environmental & Occupational Health Consumer, Environmental & Occupational Service 135 E. State Street 4th Floor, Trenton, 08625			Scope of Eligibility/Open to: Department of Health Employees

GENERAL DESCRIPTION

Under the general supervision of a Program Manager or other supervisory staff, reviews applications for certification from training providers and trainees. Update data systems and issue approval paperwork to approved centers. Clearly communicate deficiencies with training provider applicants and provides deadlines for submitting requested information.

Maintain communication with appropriate trainees, certified training agencies, applicable Federal agencies and local and state government agencies regarding training and certification issues, notices, instruction and guidance on NJ DOH policies and procedures, student records, etc. Prepare and mail expiration notices for lead permittees, lead training agencies and asbestos training agencies.

Be familiar with all pertinent lead and asbestos regulations pertaining to lead and asbestos training and certification. As appropriate, make suggestions for revisions to NJ DOH asbestos and lead regulations.

Assist in the conduct of investigations surrounding violations of lead and asbestos regulations. When necessary, conduct interview, maintain records, prepare reports and violation notices and participate in hearings. Update and maintain information regarding child care centers in computer databases and electronic folders. Upload field notes and photographs into the appropriate electronic folder maintained on the Department's computer network.

Clearly provide information to the public on lead and asbestos regulatory requirements, health information and other pertinent information.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EXPERIENCE: Four (4) years of experience providing information and support to customers or clients, responding to technical inquiries and/or complaints regarding products, services or programs, or collecting payments in a government or office setting.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:
PSTEEOH@doh.nj.gov
- Mail the required documents to:
**Susan Way, Executive Assistant 1
Epid., Environmental and Occupational Health
Reference Posting #161-17
New Jersey Department of Health
PO Box 369
Trenton, NJ 08625-0369**

Required documents:

- cover letter
- resume
- State of NJ Employment Application
(nj.gov/health/forms/dpf-663.dot).

* Responses received after the closing date MAY be considered if the position is not filled.

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and/or post-employment alcohol and drug testing.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.